



# City of Santa Clara

## Meeting Minutes

### Charter Review Committee

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10/01/2025	6:00 PM	Hybrid Meeting City Hall Council Chambers/Virtual 1500 Warburton Avenue Santa Clara, CA 95050
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The City of Santa Clara is conducting Charter Review Committee meetings in-person and continues to have methods for the public to participate remotely or in-person.

- Via Zoom: <https://santaclaraca.zoom.us/j/86127408402>
- Webinar ID: 861 2740 8402
- By phone: +1 669 444 9171

To submit written public comment before meeting: Send email to [cityattorney@santaclaraca.gov](mailto:cityattorney@santaclaraca.gov) by 10 AM one day before the date of the meeting. Emails will be forwarded to Committee members and will be uploaded as supplemental meeting material.

Note: Emails received as public comment will not be read aloud during the meeting.

**Present** 12 - Member Pat Nikolai, Member Holly Rhea Roberts, Member Bernard Tansey, Member Mohammad Naveed, Member Joseph W. Sosinski, Member Eric Crutchlow, Member Burt Field , Member Steve Kelly, Member Eric Jensen, Member Mark Boeckman, Member Susan Peters, and Member John Brooks

**Absent** 1 - Member Lauren Diamond

#### **CALL TO ORDER AND ROLL CALL**

The meeting was called to order at 6:06p.m. by City Attorney Glen Googins. Roll was taken by Aimee Escobar, Management Analyst, from the City Manager's Office.

Welcome, Swearing In Ceremony and Introductions

**City Attorney Glen Googins** welcomed the committee members.

Committee members were then sworn in by **Deputy City Clerk, Vinh Nguyen**, followed by self-introductions of each committee member.

City staff also introduced themselves and present and their roles in supporting the Committee; **City Attorneys Sujata Reuter and Jennifer Beyers and Management Analyst, Aimee Escobar** with the City Manager's Office.

### **GENERAL BUSINESS**

1. Overview of Charter Review Committee Roles, Responsibilities and Rules

--Committee Bylaws, Brown Act, Meeting Management Protocols, Public Records Act, Ethics Requirements

**City Attorney Glen Googins** provided a slide presentation on the following topics: Charter Review Committee Roles, Responsibilities and Rules, Committee Bylaws, The Brown Act, Meeting Management Protocols, Public Records Act and Ethics Requirements. Multiple questions were asked and answered.

2. [25-1112](#) Selection of Committee Chair and Vice Chair

**Recommendation:** Follow staff's recommended process, or a similar process that provides a reasonable opportunity for all interested parties to fully participate, and select a Chair and Vice Chair of the Charter Review Committee.

**City Attorney Googins** presented on the role of the Chair/Vice Chair and staff's recommended process for selection these positions. By consensus of the Board, staff's recommended process was adopted. Following the nomination process for each position a series of votes were taken. Ultimately, the following appointments were made.

**Election of the Chair of the Charter Review Committee:**

Committee Member Steve Kelly made a motion to nominate Pat Nikolai, for Chair of the Charter Review Committee. The motion passes 8-4. Pat Nikolai is affirmed as Chair of the Charter Review Committee.

**Election of the Vice-Chair of the Charter Review Committee:**

Committee Member Joseph W. Sosinski made a motion to nominate himself, Joseph W. Sosinski, for Vice-Chair of the Charter Review Committee. The motion passes 9-3.

Joseph W. Sosinski is affirmed as Vice-Chair of the Charter Review Committee.

**Adopted**

3. Meeting Schedule Approval and Preview of Next Meeting

**City Attorney Glen Googins** presented on the Bylaws requirements and expectation for meetings of the CRC. The proposal was for the third Thursday of every month. This presented scheduling issues for a significant number of CRC members. The alternative of the third Wednesday of each month was discussed and there was consensus to explore this as an alternative and bring it back for consideration at the next meeting. Action was taken to schedule the next meeting for Wednesday, October 22, 2025 at 6:00p.m. in the City Hall Council Chambers located at 1500 Warburton Ave, Santa Clara.

**PUBLIC PRESENTATIONS**

There were no public presentations.

**ADJOURNMENT**

The Charter Review Committee meeting was adjourned at 8:36 p.m.

**MEETING DISCLOSURES**

The time limit within which to commence any lawsuit or legal challenge to any quasi-adjudicative decision made by the City is governed by Section 1094.6 of the Code of Civil Procedure, unless a shorter limitation period is specified by any other provision. Under Section 1094.6, any lawsuit or legal challenge to any quasi-adjudicative decision made by the City must be filed no later than the 90th day following the date on which such decision becomes final. Any lawsuit or legal challenge, which is not filed within that 90-day period, will be barred. If a person wishes to challenge the nature of the above section in court, they may be limited to raising only those issues they or someone else raised at the meeting described in this notice, or in written correspondence delivered to the City of Santa Clara, at or prior to the meeting. In addition, judicial challenge may be limited or barred where the interested party has not sought and exhausted all available administrative remedies.

If a member of the public submits a speaker card for any agenda items, their name will appear in the Minutes. If no speaker card is submitted, the Minutes will reflect "Public Speaker."

In accordance with the requirements of Title II of the Americans with Disabilities Act of 1990 ("ADA"), the City of Santa Clara will not discriminate against qualified individuals with disabilities on the basis of disability in its services, programs, or activities, and will ensure that all existing facilities will be made accessible to the maximum extent feasible. The City of Santa Clara will generally, upon request, provide appropriate aids and services leading to effective communication for qualified persons with disabilities including those with speech, hearing, or vision impairments so they can participate equally in the City's programs, services, and activities. The City of Santa Clara will make all reasonable modifications to policies and programs to ensure that people with disabilities have an equal opportunity to enjoy all of its programs, services, and activities.

Agendas and other written materials distributed during a public meeting that are public record will be made available by the City in an appropriate alternative format. Contact the City Clerk's Office at 1 408-615-2220 with your request for an alternative format copy of the agenda or other written materials.

Individuals who require an auxiliary aid or service for effective communication, or any other disability-related modification of policies or procedures, or other accommodation, in order to participate in a program, service, or activity of the City of Santa Clara, should contact the City's ADA Coordinator at 408-615-3000 as soon as possible but no later than 48 hours before the scheduled event.

There were no meeting disclosures.